



DATE: March 2, 2016

TO: Proposers of Transit Management Services RFP

RE: RFP # 298-ARTMANAGEMENT022016

The following item(s) is/are being issued herein for clarification, addition, and/or deletion and are incorporated into the Proposal submittal requirements for the project referenced above.

ADDENDUM NO. 2

QUESTIONS & ANSWERS

The following provides answers to questions asked at pre-bid meeting February 19, 2016:

- a. During the introduction, Echeverry explained that the current transit management contract has only one person on site, the General Manager.

The RFP is requesting a Resident Management Team to address the growth that has occurred in the transit system in the last years.

- b. During the tour Echeverry talked about the future need to move the facility to a different location.

There was a question about how soon that would be. Echeverry stated it was anticipated in the next 5 to 10 years.

- c. How is paratransit provided?

Paratransit is contracted out to Mountain Mobility. City staff is in charge of planning and the management company pays the invoices with the pass through account.

- d. Who is responsible for the pension plan?

The Pension Plan is administered by the management company. The company is responsible to coordinate with the employees the best alternatives and to contract the pension administrator. The city covers the expenses as part of the operating pass through.

e. Does the management company set up the sub corporation?

Yes, the management company is required to create the corporation as part of the start-up process. There are some things the management company will need to piggy back, such as the pension plan, until an update is required.

f. How does the pass through work? Does the management company get reimbursed?

The city and the management company hold a bank account together. The management company incurs in the expenses and the city allocates the funds in the bank account to cover those. There is no reimbursement. Some of the expenses are paid directly by the city, such as parts and maintenance items.

g. How do you handle non-revenue vehicles?

The management company will need to provide the non-revenue vehicles to operate the contract, and it is their decision if they buy or lease or use any other model.

h. How are the non-revenue vehicles used?

Vehicles are used for road supervision, to do shelter maintenance, small repairs in the field, and monitor routes during severe weather, etc.

i. Who will maintain the non-revenue vehicles? Who pays for fuel?

This question will be answered at a later date.

j. How many vehicles are you requiring?

The management company will determine the vehicles needed to provide the service. The management company will be responsible for maintenance and fueling of these vehicles.

k. How many years are remaining on the Collective Bargaining Agreement?

The CBA expired on January 31, 2016. The current management company is working with the union to get this extended, but the union has been unable to meet.

l. What are major problems that Operations is facing?

Resources are the main challenges operations is facing, and that's one of the reasons the RFP is requesting a resident management team for operations. As the city has grown there is a need for more personnel.

Funding is also a challenge; though Council has been very supportive of transit, there are challenges providing all the resources required to operate the system.

One additional challenge is space. There is not have enough space to accommodate the growth, and if we were ever to expand, we would need to account for that.

m. Is maintenance a big concern?

It is not a concern at this point.

n. What is the Spare ratio?

7 routes, 6 spares - 27 % ratio.

All the buses are within the useful life; the oldest ones are 2004 diesels transferred from Gastonia, and the city is already finding the funding to replace them.

o. Are you happy with the hybrid busses?

Yes. There are seven diesel electric hybrids, five of them will require new batteries in the next two years.

p. When was your most recent Triennial?

It is scheduled for May. A copy of the last triennial final report is in attachment.

q. How is scheduling done? How do you keep track of it?

We use Remix Scheduling Beta (software), we have a contract with them. The contract has just been recently awarded and we are in the process of implementing the system.

The City of Asheville has contracted with Remix to develop a Scheduling Beta product in exchange for monthly feedback during the initial seven month beta period. The Remix Software as a Service (SaaS) will be a fully hosted, cloud-based, web platform, which will require no installation, and will include automatic updates for the life of the Agreement. The scheduling product will incorporate all union and work place provisions and assist the city in reducing overtime expenditures. To meet the milestone of the project, the beta scheduler will be used during either the May or September 2016 driver sign-up.

r. Are you open to options for increasing technology (for scheduling, operations, etc.)?

Yes, there is a section in the cost proposal to provide additional services.

s. What are the operating costs?

Please see below operating costs as reported in the NTD:

Fiscal Year	Vehicle Operations	Vehicle Maintenance	Non-Vehicle Maintenance
FY13	\$ 3,243,781.00	\$ 803,368.00	\$ 116,466.00
FY14	\$ 3,347,770.00	\$ 864,905.00	\$ 109,726.00
FY15	\$ 3,315,069.00	\$ 729,251.00	\$ 203,619.00

t. Does the city have a bus replacement plan?

The city has an informal replacement plan. However, all the capital projects are detailed in the Transit Master Plan following this link:

<http://www.ashevillenc.gov/Portals/0/city-documents/transit/Transit%20Master%20Plan%20-%20Final.pdf>

Clarifications: No oral statements by any person shall modify or otherwise affect the terms, conditions or specifications stated in the Request for Proposal (RFP). The proposer is cautioned that the requirements of the RFP can be altered **ONLY** by written addendum and that verbal communications from any source are of no effect.

REVISIONS TO THE REQUEST FOR PROPOSAL

The following has been added as a requirement to the Request for Proposals: Iran Divestment Act Certification Form:

All firms are required to submit the Iran Divestment Act Certification Form found at the end of this addenda.

Acknowledgement by Bidder:

All information included in this addendum is incorporated into the proposal submittal requirements.

Representative Signature

Company Name

If you have any questions, please contact me.

Regards,
City of Asheville
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Iran Divestment Act Certification Form

Bid/RFP/RFQ Number: _____

Contract Number: _____

Name of Vendor, Bidder or Contractor: _____

IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. 143C-6A-5(a)

As of the date listed below, the vendor, bidder or contractor listed above hereby certifies that he/she/it is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143C-6A-4.

Additionally, the vendor, bidder or contractor acknowledges and certifies that subcontractors utilized for this contract or purchase shall not be on the aforementioned Final Divestment List pursuant to N.C. G.S 143C-6A-5(b).

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statements.

Signature_____
Date_____
Printed Name_____
Title*Notes to persons signing this form:*

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/iran and will be updated every 180 days.